

ERIE COUNTY CIVIL SERVICE OPPORTUNITIES

APPLICATIONS ACCEPTED CONTINUOUSLY

ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Please refer to our internet address at: www.erie.gov

A NON-REFUNDABLE \$15.00 PROCESSING FEE MUST ACCOMPANY EACH APPLICATION (CHECK OR MONEY ORDER ONLY – PAYABLE TO: ERIE COUNTY DEPARTMENT OF PERSONNEL)

Clinical Pharmacy Specialist

NO. 42-123

\$87,019 - \$114,445

RESIDENCE REQUIREMENTS: THERE ARE NO RESIDENCY REQUIREMENTS FOR THIS EXAMINATION.

If you pass the examination, your name will appear on the continuous eligible list for one year. After one year, your name will be removed from the list. You may apply for retest at six month intervals.

The eligible list will be used to fill vacancies as they occur at the Erie County Medical Center.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before submission of application:

- A. Graduation from a regionally accredited or New York State registered School of Pharmacy and one year of clinical pharmacy experience; and
- B. Completion of one year of an approved Post-Graduate Pharmacy Residency Program accredited by the American Society of Health-Systems Pharmacists.

SPECIAL REQUIREMENTS:

- 1. Possession of a license and current registration to practice as a Registered Pharmacist as issued by the New York State Department of Education at time of appointment; or:
- 2. Eligibility for licensure by reciprocation as a Registered Pharmacist by the New York State Department of Education at time of appointment and be licensed and registered within one year of hire.

NOTES: 1. Certification in Clinical Pharmacy by the American College of Clinical Pharmacy may be substituted for the one year of required experience. 2. Completion of an approved Post-Graduate Pharmacy Residency two year program may be substituted for the one year of required experience. 3. Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements. 4. Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. A grade of "D" or better is necessary for a course to be credited as successfully completed. If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

Notice to Candidates: Transcripts will now be accepted by the Department of Personnel ONLY at time of application.

All subsequent transcripts must be submitted at time of interview.

DUTIES: A Clinical Pharmacy Specialist provides patient focused pharmacy services that promote the safe, effective, judicious and cost effective use of pharmaceuticals at the Erie County Medical Center Corporation; assists in planning, organizing, implementing and evaluating clinical pharmacy programs; utilizes clinical knowledge and guidelines to apply best practice models to patient directed pharmacotherapy; advises the prescriber, nurse and patient regarding the contents, therapeutic action, utilization and possible adverse reactions or interactions of prescribed drugs; documents cost savings/avoidance and patient care interventions; works with the Clinical Coordinator and Director of Pharmacy to track and manage pharmaceutical utilization, costs and prescribing trends to identify opportunities for improvement and outcome measures of related initiatives; develops and implements pharmacy staff development programs to support clinical service initiatives and promote the professional growth of the pharmacists; develops educational programs for medical and nursing staff to promote optimal medication utilization, positive patient outcomes and cost containment initiatives; participates in patient care rounds to facilitate a proactive approach to optimal pharmaceutical management; participates in clinical research and primary literature publications; participates in the orientation of new staff and serves as preceptor/mentor of pharmacy students, interns and residents; participates in staff performance evaluations; develops clinical competencies; delegates assignments to staff that are within their scope of practice and provides the maximum utilization of personnel; researches new concepts and patterns for innovative staffing patterns; completes various reports for department and hospital use; serves on various committees.

A medical examination may be required before appointment.

<u>SUBJECT OF EXAMINATION</u>: The only subject of examination will be an evaluation of your training and experience. You are therefore, asked to include in your application a summary of all pertinent training and experience in sufficient detail so that your background may be evaluated against the duties of the position.

In your summary of training include all college course work, formal in-service training, and seminars you have attended. You must specify either the number of credits received or the number of contact hours and dates of attendance. Also include a copy of your professional license. Specify the date that your license was first issued.

In your summary of experience, you must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness and ambiguity will NOT be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

WHERE TO APPLY: You must obtain Form P.O. 30X, "Erie County Application for Examination or Appointment" at the Erie County Civil Service Commission/Personnel Office web site located at www.erie.gov. Click on "Civil Service Jobs". If you do not have internet access you may pick up an application form at the Erie County Personnel Department, 95 Franklin Street, Room 604, Buffalo, New York 14202. Forms are also available at Buffalo and Erie County Public Libraries and at Town, Village and School District administrative offices.

Completed forms should then be returned to the Erie County Personnel Department. In addition, candidates must request their colleges to send transcripts to the Erie County Personnel Department or attach transcripts to your application. No applications will be evaluated until all the above information, including transcripts, is received.

ISSUED: 02/15

<u>MILITARY STATUS</u>: If you expect to enter military service, you may still compete in this examination and may be appointed or reinstated after you return home from active duty.

VERIFICATION OF QUALIFICATIONS: Candidates may be investigated or called for an interview to determine whether they qualified for appointment. In addition to meeting specific requirements, candidates and appointees must be of good moral character and habits.

VETERANS: Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 10 and 5 points, respectively, added to their earned scores if successful in the examination. You should claim these credits when you file application but you have an option to waive them any time prior to appointment. If you have already used these credits you may not claim them again. Children of firefighters or police officers killed in the line of duty may also be eligible for additional credit. Contact the Erie County Personnel Dept. for more information.

This examination is prepared by the Erie County Department of Personnel and held in compliance with the New York State Civil Service Law and the rules and regulations of the New York State Department of Civil Service.

IMPORTANT APPLICATION FEE – READ CAREFULLY

A \$15.00 filing fee is required for this exam. The required fee must accompany your application. Send or bring check or money order made payable to Erie County Personnel Department and write the examination number(s) on your check or money order. Do not send or bring cash, as the County cannot be responsible for cash payment. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.